	APOLLO HOSPITALS, SECUNDERABAD		MOM – 08a
			Issue: C
	POLICY ON MEDICATION ERRORS		Date: 06-01-2017
			Page 1 of 4
PREPARED BY: Dy. Medical Superintendent		APPROVED BY: Chief Executive Officer	

## 1.0 Purpose:

To provide guidelines to monitor, report, and analyze medication errors /near misses to ensure safe and right use of medications.

## 2.0 Responsibilities:

All healthcare professional involved in prescribing, providing, administering, or monitoring of medications.


## 3.0 Definitions:

Medication error: A medication error is defined by any preventable event that may cause or lead to inappropriate medication use or patient harm or which has the risk of being administered in a manner different from the prescribed norms while the medication is in the control of the Health Care Professional.

### 3.1 Prescription Error: A prescription error shall include the following:

- § No route of administration specified
- Order without an indication
- Drug indicated but dose is inappropriate

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	APOLLO HOSPITALS, SECUNDERABAD		MOM – 08a
			Issue: C
	POLICY ON MEDICATION ERRORS		Date: 06-01-2017
			Page 2 of 4
<b>PREPARED BY:</b> Dy. Medical Superintendent		<b>APPROVED BY:</b> Chief Executive Officer	

- Order without a time interval
- Dose change order without discontinuation of previous order
- Order illegible
- Order incomplete in specifying doses or frequency

**3.2** Transcription error: A transcription error shall include the following:

- Order is not transcribed at all
- Order is transcribed incorrectly
- Allergy not documented on the medication administration record
- Allergy not documented on the order sheet


**3.3** Dispensing Error: A dispensing error shall include the following:

- Wrong drug, dosage or dilution dispensed
- Wrong preparation dispensed

**3.4** Administration error:

- Scheduled dose is not documented as administered
- Drug administered without a Physician order
- Dose missed

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	APOLLO HOSPITALS, SECUNDERABAD		MOM – 08a
			Issue: C
	POLICY ON MEDICATION ERRORS		Date: 06-01-2017
			Page 3 of 4
PREPARED BY: Dy. Medical Superintendent		APPROVED BY: Chief Executive Officer	

- Wrong drug, dose, route or time of administration

#### 4.0 Procedure:


##### 4.1 Monitoring of Medication Errors:

- § The floor pharmacist/ nurse indenting the medication shall identify any prescription errors.
- § All the indents shall be audited by the prescription audit team with a view to correct and prevent the possible medication errors in prescription and transcription.
- § Medication errors in dispensing shall be monitored by the Floor Pharmacist, Physician and nurses.
- § Medication errors in administration shall be monitored by the Physician and nurses.

##### 4.2 Reporting of Medication Errors:

- § All medication errors discovered in prescription, transcription and dispensing shall be reported to the Clinical Pharmacologist.

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	APOLLO HOSPITALS, SECUNDERABAD		MOM – 08a
			Issue: C
	POLICY ON MEDICATION ERRORS		Date: 06-01-2017
			Page 4 of 4
PREPARED BY: Dy. Medical Superintendent		APPROVED BY: Chief Executive Officer	

- § All medication errors in administration shall be reported to the quality Systems using an incident report.
- § All medication errors with potential harm to the patient are reported to the patient's physician and nurse immediately.
- § Medication error reports shall be provided to the Clinical Pharmacologist for evaluation and feedback shall be given to the concerned staff members periodically.

#### 4.3 Analysis of Medication errors:

- § A report of medication errors shall be analyzed to identify trends and methods to prevent further medication errors.
- § All medications errors which qualify to be a sentinel event shall be analyzed by conducting a root cause analysis.

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